

The Election Center

a national association of election and voter registration officials

12543 Westella, Suite 100 Houston, TX 77077 281-293-0101 FAX: 281-293-0453 or 293-8739

Website: www.electioncenter.org Email: services@electioncenter.org

2-23-2010

READ THIS CAREFULLY -- IT CONTAINS ALL NECESSARY DETAILS

PROFESSIONAL EDUCATION PROGRAM SPECIAL SESSION AT AUBURN UNIVERSITY

- This Session: Four core courses at a reduced price for the Election Center's Professional Education Program. Completion of program leads to certification as Certified Elections/Registration Administrator (CERA), Vendor (CERV) or Monitor (CEM). **Due to enrollment limitations, Only paid reservations will be honored.**
- It is your opportunity to accelerate your progress through the courses and/or to allow you to complete your course requirements.
- **This session is IN ADDITION to the regular Summer PEP Classes** that will still be held in July 2010.
- "No Frills" classes. In order to give as many people as possible an opportunity to take several courses at one time, we have eliminated all niceties: no meals, no fancy meeting rooms, etc. This is a 'bare bones' approach in order to keep the cost at its lowest possible rate. We have also contracted with auburn university's conference center to further hold down costs to you. **The classes will still be the same high quality instruction** but in a "no frills" atmosphere.
- You must attend full contact hours to receive credit for the class. See note below concerning late arrivals and early departures.

WHEN: Monday, May 17 through Saturday, May 22, 2010 (Conclude at 4:00 p.m. on May 22)

Students should arrive at 8:33 am in Auburn Conference Center Lecture Hall for check in. Class begins at 9 am.

WHERE: Auburn University Conference Center and Hotel, 241 S. College Street, Auburn, AL 36830

REGISTRATION DEADLINE: Monday, April 26 with Check for payment. Unless you are notified that the class is full, you will receive an email confirmation once your registration is received and processed by The Election Center. ***Late registration (only if space available) will be \$100 per person.***

HOTEL RESERVATIONS: Special Rates negotiated with Auburn Hotel, Reservations Phone: 1-800-228-2876 Negotiated special rate of \$99 per night, plus taxes. You must make your own hotel reservations. Please mention that you are with THE ELECTION CENTER to receive the special rate. **Call Reservations NO LATER THAN 5 PM (Central Time) Friday, April 30. DO NOT DELAY.** After that date, they do not have to hold rooms for us nor do they have to honor the special rates.

TRANSPORTATION: The university hotel is in the same building as the classes. You are responsible for your own transportation. Rental cars are advised. Please arrive on time. Do NOT be late. The closest airports are Atlanta, GA (ATL), Montgomery, AL (MGM) and Birmingham, AL (BHM). Drive time from Atlanta is approximately 2 hours; Montgomery, one hour; Birmingham, 2.5 hours. ****Please note that ATL airport is on EST and Auburn AL is on CST. Allow for one hour time difference if flying from Atlanta.****

EMERGENCY NUMBER: Tim Mattice mobile #832-474-8951. Emergencies only please, not routine matters.

You may choose from one to four courses to attend [See Registration Form]. Remember, however, this has been scheduled for a one-week time period to assist YOU in gaining certification more quickly. Since this is a “no frills” approach, you will need to bring your own notepads, paper, pencils, etc., to the classes. This is a serious, academically oriented Professional Education Program. As such, you are expected to be prepared as you would be in any other academic situation. Suggested attire is business casual. Keep a copy of this notice -- no other materials will be sent.

A ll classes require full class attendance. In order to receive credit from Auburn University and The Election Center, students **must** attend the total class hours. ANY absence from the class will result in no credit given for that particular course. **You must schedule your travel arrangements--arrival and departure--so you can participate in the FULL class hours.** If you must handle on-going office business while at the session, you need to handle that before class, during the lunch time [from noon to 1:30 p.m.] or after class. **Cell phone and pagers cannot be active during class.** If you arrive late or depart early, YOU WILL NOT receive credit for the class and you will not receive a refund. Plan accordingly. This includes flights home so book flights well after ending time of courses. Do NOT plan on leaving class early to catch a flight. It would be best to plan to leave the next day. Please pay attention to all class times as they may vary.

Cancellations limited due to short notification period and class limitations. Written cancellations received by Friday, April 30, will result in credit issued for other Election Center events and/or PEP classes; **no refunds will be given.** Cancellations must be directed to The Election Center, 12543 Westella, Houston, TX 77077 via fax to 281-293-0453 or email to services@electioncenter.org. Credit granted toward other events or classes will be applied to the THEN current prices and may not equal the full cost to the participant. Credit will be valid until 12-31-2012; unused credits will result in forfeiture. Cancellations received after April 30 result in financial obligation of participant.

Professional Education Program Registration Form

MAY 2010 SESSION AT AUBURN UNIVERSITY, AL

>>>>>>Please copy additional forms for each participant. One form per applicant.<<<<<<

- Make tuition checks payable to **The Election Center**. No billings/invoices are issued for the classes. Sorry, we do not accept credit cards at this time. Mail Registration Form and check to: The Election Center 12543 Westella, Suite 100 Houston, TX 77077-3929. Payment must be **received no later than Monday, April 26, 2010.**
- Tuition is at Election Center MEMBER rate. **Add \$100 per class per person for non-members.**

CLASS SCHEDULE	ENROLL [CHECK CLASS]	TUITION [MEMBER PRICES]
MONDAY, MAY 17 (9-4:30) AND TUESDAY, MAY 18 (9-12:00) COURSE VIII DR. SHAWN SCHOOLEY Implementation of New Programs	_____	\$245.00
TUESDAY, MAY 18 (1:30-4:30) AND WEDNESDAY, MAY 19 (9-4:30) COURSE XI DR. STEVE BROWN The History of Voter Registration and Elections, Part 1	_____	\$245.00
THURSDAY, MAY 20 (9-4:30) AND FRIDAY, MAY 21 (9-12:00) COURSE XII DR. KATHLEEN HALE The History of Voter Registration and Elections, Part 2	_____	\$245.00
FRIDAY, MAY 21 (1:30-4:30) & SATURDAY, MAY 22 (8-4:00) COURSE IX DR. CHRISTA SLATON Leadership in Election Administration and Voter Registration	_____	\$245.00
<i>Non-members Add \$100 PER CLASS (\$100 X ___ Classes)</i>		\$ _____
<i>[Save money, Become a member! Contact us for membership materials.]</i>		
<i>Late Fee for Registration Received after April 26: Add \$100 PER PERSON</i>		\$ _____
TOTAL NUMBER OF COURSES AND TUITION	_____	\$ _____

Name: _____ Title: _____
Please print clearly or type.

Address: _____ City _____ State _____ ZIP _____

Phone: () _____ FAX: () _____ Mobile Phone: _____

Signature: _____

Email: _____

For Election Center Office Use Only	
Membership#: _____	Expires: _____

The Election Center is a nonprofit, permanent IRS 501(c)(3) tax exempt corporation. Our Federal Taxpayer Identification Number (TIN) is 54-1578880. This statement serves in lieu of IRS W-9 form or any state or local form requesting taxpayer identification number. As a nonprofit corporation, a 1099 is NOT necessary and should not be sent.